



Figure 17. Becker Hotel, Hardin.

VII. SHPO Commitments to the CLG

The SHPO must provide information, guidance, training, and evaluation to the CLG. The SHPO must provide orientation materials and training in accordance with local needs to CLGs. The orientation and training must be designed to provide public information, education, and training, and technical assistance in historic preservation.

A. The SHPO must subgrant a minimum of ten percent (10%) of its federal annual allocation to the statewide CLG program.

The Historic Preservation Fund stipulates at least ten percent (10%) of the funding granted by the National Park Service to the Montana State Historic Preservation Office be regranted to the CLG program. The SHPO strives to commit more than the minimum.

B. The SHPO will keep the CLGs informed no less than on a quarterly basis.

Programmatic, grant, and CLG information and opportunities will be distributed at least quarterly by SHPO via email, mail, voice mail, list-serve, telephone, or meetings to the local Historic Preservation Officer, and upon request to other staff in the local government.

C. The SHPO will provide an annual CLG training opportunity, workshop, or conference.

SHPO must provide at least one training opportunity annually for CLGs. SHPO may host a training opportunity, or designate an established meeting or workshop as annual training, or enlist a CLG community to host a training opportunity. If SHPO enlists a host CLG, SHPO will offer technical support and possible funding in addition to any annual grant funds.

D. The SHPO will provide training to new local Historic Preservation Officers.

To assist CLGs and new local Historic Preservation Officers, SHPO will provide training in procedures, program, and grant areas. When funding is available, SHPO will reimburse travel expenses for the local Historic Preservation Officer to train in Helena.

E. The SHPO must monitor and evaluate the performance of the CLG and responsibilities delegated.

In order to provide the basis for this review, the CLG must prepare and submit quarterly reports to SHPO by the last business day of the month following the end of the quarter (unless otherwise specified). SHPO will notify the HPO and/or local chief elected official if performance levels and/or responsibilities are not met. The CLG and SHPO will meet and/or correspond in good faith to remedy any deficiencies.

F. The SHPO must perform a substantive program and fiscal review of each CLG at least once every four (4) years.

As part of the SHPO Evaluation of the CLG, the SHPO will meet with the Commission and the local Historic Preservation Officer, and if necessary, with the local chief elected official. SHPO will contact the local Historic Preservation Officer in advance to set a convenient meeting time. SHPO will provide a draft agenda and a questionnaire prior to the meeting, and an assessment report following the meeting. SHPO will review and report on the fiscal management of HPF monies. Both reports will be available at the CLG and at SHPO. If requested by the Commission or the local chief elected official or if SHPO finds it necessary, the SHPO may review a CLG's performance at less than four (4) year intervals.

G. The SHPO may require the local Historic Preservation Officer be accessible to the public and SHPO for a certain number of hours in order to qualify for specific grant funding.

The SHPO must stipulate grant requirements of the annual CLG funding on an annual basis. For example, for a CLG to qualify for \$1,500 in annual funding, it must meet the minimum program requirements but for \$5,500 the CLG's local Historic Preservation Officer must work 80 hours per month on the CLG preservation program.

H. The SHPO will provide access to National Register and other office files.

The SHPO is an official state repository of architectural and archeological sites files and reports, National Register nominations, Review and Compliance (Section 106) consultation correspondence, technical assistance, special grant, covenant, easement, and agreement files, CLG program files, state preservation plan, and historic rehabilitation tax incentive files. The CLG must be granted full access to these files and may copy them, unless the documents are restricted under Section 304 of the National Historic Preservation Act as amended (16 USC 470 et seq.). A researching and copying fee may apply.